



State of Arkansas
Department of
WORKFORCE SERVICES

"America's Workforce Network"
www.arkansas.gov/esa

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**Department of Workforce Services
and
Arkansas Workforce Investment Board Issuance PY 06-04**

From: Artee Williams, Director
Sandra Winston, Executive Director

Date: August 22, 2006

Subject: (Boiler Operation Regulations)

1. **Purpose:** To distribute the boiler operation regulations to Central Office staff.
2. **Information:** See attachment.
3. **Action Required:** Please ensure that all staff members are aware of this information.
4. **For Additional Information:** Contact ADWS Maintenance by email or by phone (682-3723).
5. **Expiration:** Continuing.

Current Arkansas Department of Labor regulations concerning boiler operations require visual inspection of all boilers every twelve hours while employees are present in the building. Presently, visual inspections are conducted at 6:00 a.m. and 4:30 p.m., Monday through Friday. On Saturdays and Sundays, normal visual inspections are routinely scheduled at 8:00 a.m. and 8:00 p.m.

Additionally, the building alarm is currently set at 9:00 p.m., Monday through Friday. On weekends, the alarm is armed. Employees are required to exit the building no later than 8:30 p.m., Monday through Friday. If employees are required to work past 8:30 p.m., Monday through Friday, or on the weekends, ADWS Maintenance should be contacted 48 hours prior to the extended work hour request period. ADWS Maintenance can be contacted via email at adws.maintenance@arkansas.gov or by telephone at 682-3723, Monday through Friday.

Employees with 24/7 security card access entering the building after 9:00 p.m. or on the weekend will require a pass code to enter into the first floor burglar alarm panel at the front entrance. Not entering a pass code will result in the Capitol Grounds Police being notified, as well as ADWS Maintenance. ADWS Maintenance will respond in order to reset the security alarm. If staffs are required to work extended hours, ADWS Maintenance will reset the alarms and notify the alarm company and Capitol Grounds Police of the proposed extended work hours in order to prevent a false alarm.

However, all employees are required to sign in at the ADWS security desk located on the first floor if they need to work past 6:00 p.m., Monday through Friday and on the weekend. This is a Little Rock fire marshal requirement. Employees must sign in, giving name, room number, and a phone number. Upon exiting the building, employees are required to enter the departure time. Questions should be referred to Mr. Jim Grant, ADWS Maintenance supervisor.